

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:

Service Participation Form

Chapter:

5

Effective Date:

9/25/2008

Revision Date:

Policy Number:

5-200-103

Robert Fleese, President - CEO

SCOPE:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

INTRODUCTION:

1. Directors will provide Administrative Assistants with current rates for each service provided by Keystone to the individual when rates are approved.
2. At admission or at the beginning of each fiscal year, the Service Participation forms will be completed by the Administrative Assistant for each Pennsylvania individual receiving services billed by Keystone to ODP or its designated funding agencies.
3. This form will list the individual's name, and BSU #/. Under services, the service types and settings will be noted. The provider is listed beside it (usually Keystone Community Resources or Keystone Independent Living). The start date for the form is either the start date of services, or the beginning of the fiscal year, and the end date is typed in as the end of the fiscal year, e.g. 6/30/09. Service codes are the W# billing category description. These and the current approved rates for the service codes should be completed on the initial form.
4. The Program Specialist will confirm the information at the outset of each fiscal year, and when services are added or deleted. Service changes may include a transfer between residences or day programs. The Program Specialist will notify the Administrative Assistant of changes in rate or types of service so that the form can be updated.

5. The Program Specialist will present two copies of the Service Participation form to the Supports Coordinator for signature at each annual service plan meeting or whenever service types or rates change due to adding/discontinuing services or transferring to similar services that bill at a different rate. One copy will be given to the Supports Coordinator. The second signed copy will be returned to the Administrative Assistant for filing.

DISCUSSION:

Confirmation of service rate and type are necessary because services cannot be billed if they are not included in the ISP accurately.